



**DISTRICT OF COLUMBIA COURTS  
POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 08-08-123	OPENING DATE: 1-30-09	CLOSING DATE: 2-20-09	OPEN TO ALL APPLICANTS
POSITION: Lead Office Supply/Inventory Clerk JS-08	TYPE OF APPOINTMENT: Career Service		SALARY: \$45,639 - \$59,333 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Administrative Services	LOCATION: 409 E St., NW		TOUR OF DUTY: Full-time
<p><b>BRIEF DESCRIPTION OF DUTIES:</b> The Lead Office Supply/Inventory Clerk performs multiple management duties which include, but are not limited to: personnel management; fiscal responsibilities pertaining to inventory maintenance such as preparation of an annual cost and available supply balance, distribution and reporting, operational management; and management of inventory facility. The Lead Office Supply/Inventory Clerk prepares requisitions for replenishment activities, oversees accurate cataloguing of office supplies, and implements office supply inventory management which includes inventory control, system design and maintenance. The Lead Office Supply/Inventory Clerk researches vendors for the most appropriate sources to be secured for the DC Courts.</p> <p><b>MINIMUM QUALIFICATIONS:</b> A high school diploma or General Equivalence Diploma (G.E.D.) and at least four years of administrative or clerical experience. Equivalents levels of education above high school can be substituted for experience on a year by year basis. For education credit submit a copy of your transcript/diploma. Must be physically able to lift or move items in excess of 50 pounds. This position additionally requires the possession and maintenance of a valid motor vehicle operator's permit. Please submit copies of your Motor Vehicle Operator's Permit and, if available, your most recent performance evaluation with your application.</p> <p><b>SUPPLEMENTAL RANKING FACTORS:</b> The following factors will be used to rate additional qualifications for the Lead Office Supply/Inventory Clerk, above the minimum qualifications required. You must respond to the ranking factors on a separate sheet(s) of paper. Please describe experience, training or education that indicates your level of qualification for each factor. <b>Failure to respond to the ranking factors will disqualify you from further consideration for this position.</b></p> <ol style="list-style-type: none"><li>1. Ability to manage employees and maintain operational integrity.</li><li>2. Ability to maintain inventory records by using basic math to report inventory and supply levels.</li><li>3. Ability to apply procedural guidelines using independent judgment.</li></ol> <p><b>SELECTION PROCESS:</b> After a review of applications, ranking factors, and test scores when applicable, interviews or further screening may be required of highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection. Additionally, the successful candidate must provide a recent copy of an acceptable driving record before being hired.</p> <p style="text-align: center;"><b>Submit Court Application and Ranking Factors to:</b></p> <p style="text-align: center;">Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001, Fax (202) 879-4212 Hand-deliver to D.C. Courts, HR Division, Gallery Place (7<sup>th</sup> Street, NW between H &amp; F Streets, Sixth Floor For a court application, call (202) 879-0496 , or visit our website at <a href="http://www.dccourts.gov">www.dccourts.gov</a></p>			
<p>It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.</p>			